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ABSTRACT

Designed to enable special needs students to understand and complete various job-related forms, this set of activities devoted to forms encountered before and after one obtains a job is the fifth in a nine-unit secondary level careers course intended to provide handicapped students with the knowledge and tools necessary to succeed in the world of work. The seven activities included in the first chapter on pre-employment forms discuss the importance of social security, social security cards, birth certificates, work permits, health certificates, and group insurance forms and contain practice forms for students to complete. Employee withholding allowances and bonding are explained in the second chapter. Exercises in completing sample forms dealing with each of these two areas are supplied. A posttest concludes this unit. (The other eight course units which include activities on job search methods, job interviews, job applications, and keeping and changing jobs are available separately--see note.) (MN)

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ED195647

CAREERS

(A Course of Study)

UNIT V

FORMS, FORMS, FORMS

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 026 289

UNIT V: FORMS, FORMS, FORMS

Objective: The student will have an understanding of how to fill out each form in this unit, and will be able to do each one with minimal assistance. The student will also understand all vocabulary terms.

UNIT V: FORMS, FORMS, FORMS,

Objective

Introduction

Pre-Test

Vocabulary

CHAPTER 1: Forms for "Before You Get That Job"

Activity 1: Applying For Your Society Security Card

Activity 2: Social Security (F.I.C.A.)

Activity 3: Why Do They Need My Birth Certificate?

Activity 4: How You Can Get Your Birth Certificate

Activity 5: You Might Need a Work Permit Before You Can Get A Job (Optional)

Activity 6: What The Heck Is A Health Certificate?

Activity 7: Group Insurance Forms

CHAPTER 2: "After You Get Your Job" Forms

Activity 1: Employee's Withholding Allowance Certificate

Activity 2: What Does "Bonded" Mean?

Post-Test

ALL ABOUT FORMS, FORMS, FORMS

In your future you will have to fill out many forms. Form will follow form, after form, after form. It could be hard unless you are prepared - so, we are going to prepare you, so that when you go to fill out a form, you'll save time and upset and frustration. Being prepared is the answer.

You'll have forms to fill out before you apply for a job and often there are forms to fill out after you get your new job.

Before you fill out any forms, there will be one form that is most important. It is your PERSONAL DATA SHEET. With this form, all of your other forms will be a snap! So, before you start this unit be sure to have a PERSONAL DATA SHEET. You can get get one from the back of this Unit. Fill this out now.

UNIT V
Pre-Test

HOW MUCH DO YOU ALREADY KNOW?

True or False

1. The only form you have to fill out for a job is the job application._____

2. You don't have to be ready to fill out a form. Most of them are very easy._____

3. Which is the form that you have to fill out before you can get your first paycheck? Circle one
   a) Group Insurance Form
   b) Birth Certificate
   c) Employee's Withholding Allowance Certificate

4. All jobs require a health certificate? True or False_____

5. When you get "bonded", it means you work for a bond company. True or False_____

6. If you lose your birth certificate, you can never get another one. True or False_____

7. You don't need a work permit if you are 18 years old. True or False_____

8. Give another word for "physician."_____

9. F.I.C.A is another word for _____ _____.

10. You can retire when you're 62 with the same benefits from social security when you are 65 years old. True or False_____

11. An "Employee's Withholding Allowance Certificate" is to help your boss know how much money to keep out of your paycheck for income taxes. True or False_____

12. When you join a "group insurance plan," you will be given money if the group you work with is injured in anyway. True or False_____

13. Before you can get a job, you must have a_____
    a) Social Security Card
    b) Birth Certificate
    c) A Health Certificate

14. Forms are silly and a waste of time and don't help you at all in your new jobs. True or False_____

WORDS YOU SHOULD KNOW BEFORE YOU START. . .

Match the words with their meanings. If you don't know these words, or understand their meaning, see your teacher.

1.	Certificate_____	a.	not having to do something
2.	Eligible _____	b.	a paper giving information
3.	Difficult _____	c.	place where you live
4.	Physician _____	d.	illness or sickness
5.	Residence _____	e.	hard to do
6.	# _____	f.	you are able to do that
7.	Disease _____	g.	the symbol for the word "number"
8.	Inflamed _____	h.	doctor
9.	Exemption _____	i.	a row of up and down numbers or works
10.	Column _____	j.	given to you as an "extra" on a job
11.	Benefits _____	k.	Red and sore

UNIT V: FORMS, FORMS, FORMS

FORMS FOR

"BEFORE YOU GET THAT JOB"

CHAPTER 1

APPLYING FOR YOUR SOCIAL SECURITY CARD

Before you can start working you must get a Social Security Card. Every job application form you fill out will ask for your social security card number.

When you get your paycheck, you will notice a certain amount of money is deducted (taken off) for F.I.C.A. This is better known as social security.

You may ask, "What is Social Security?" "Why do I need it?" "What will it do for me and my family?"

Social Security protects you and your family by:

1. Giving you a retirement income
2. By providing monthly benefits to your (future) family (wife and children under 18 years) in case of your death
3. It will also give you a monthly income if you become totally disabled.

If you think of dollars and cents, you can understand the value of social security by the following example. If you and your wife (or husband) planned to save enough money to give you the same benefits as Social Secutiry could give you, you would have to have at least $75,000 in your savings bank and collect 4% interest on top of that!

Lets us examine more of the major benefits of Social Security.

1. RETIREMENT: You can stop working at age 62 and start collecting Social Security. Except that the benefits at age 62 are less than at age 65.

Your wife is also allowed to collect Social Security starting at the age of 62. She is eligible under YOUR social security - and can collect, even if she isn't working and hasn't worked for many years.

2. "SURVIVORS" INCOME: If you should die, your wife will get monthly payments till your youngest child reaches 18. The children will also be able to collect until they reach the age of 18 or get married. When the youngest child reaches 18 years of age, your widow will not receive any more benefits until she becomes 60. But payments for the children may go up to the age of 22, if the child is a full time student.

3. DISABILITY: If you become disabled (crippled so you can't work) before age 65, you may be eligible for monthly disability payments under Social Security if:
   a) You are disabled at least 12 months, (one year)
   b) Show that your disability will last 12 months
   c) You can show that your disability is permanent

The disability must be the kind that will stop you from getting a job on which you can support yourself.

If you have any questions about Social Secutiry, go to your Social Security Office. The address can be found in your telephone book.

SOCIAL SECURITY (F.I.C.A.)

Complete the following:

1. Social Security helps you by giving you _____ .

   a) money in the bank b) money when you have no job

   c) a retirement income

2. You are eligible for Social Security benefits at age_____.

   a) 61 b) 62 c) 54

3. Your wife can collect Social Security because_____.

   a) she is a citizen b) she is not working

   c) she is eligible under your Social Security

4. Your child is eligible for survivors payments until the age of 22 if _____.

   a) your child gets married b) goes to school full time

   c) lives at home

5. F.I.C.A. means the same as _____.

   a) Federal Income Tax b) Social Security

   c) State Income Tax

6. If you retire at age 62, you will recieve_____.

   a) the same amount of money b) more money c) less money

7. The _____pays into the Social Security Fund.

   a) employer & employee b) employee only c) employer only

8. You must have a disability lasting at least_____

   months in order to qualify for disability payments.

   a) 18 months b) 12 months c) 9 months

When you go to the Social Security Office or write to them to ask for a Social Security Card, this is the form you will get.

Practice until you can make out one that is correct. Then hand it to your teacher.

Application for Social Security Number

APPLICATION FOR SOCIAL SECURITY NUMBER
(Or Replacement of Lost Card)
Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back. Print In Black or Dark Blue Ink or Use Typewriter.

1. Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial—If none, draw line—) (Last Name)
2. Print FULL NAME GIVEN YOU AT BIRTH
3. PLACE OF BIRTH (City) (County if known) (State)
4. MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)
5. FATHER'S FULL NAME (Regardless of whether living or dead)
6. YOUR (Month) (Day) (Year) DATE OF BIRTH
7. YOUR PRESENT AGE (Age on last birthday)
8. YOUR SEX ☐ MALE ☐ FEMALE
9. YOUR COLOR OR RACE ☐ WHITE ☐ NEGRO ☐ OTHER
10. HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? ☐ NO ☐ DON'T KNOW ☐ YES (If "Yes" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)
11. YOUR MAILING ADDRESS (Number and street) (City) (State) (ZIP Code)
12. TODAY'S DATE
13. Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
Form SS-5 (12-64)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION DISTRICT OFFICE
HAVE YOU COMPLETED ALL 13 ITEMS?

APPLICATION FOR SOCIAL SECURITY NUMBER
(Or Replacement of Lost Card)
Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

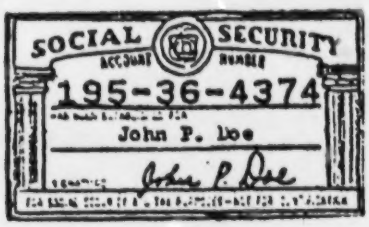
See Instructions on Back. Print In Black or Dark Blue Ink or Use Typewriter.

1. Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial—If none, draw line—) (Last Name)
2. Print FULL NAME GIVEN YOU AT BIRTH
3. PLACE OF BIRTH (City) (County if known) (State)
4. MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)
5. FATHER'S FULL NAME (Regardless of whether living or dead)
6. YOUR (Month) (Day) (Year) DATE OF BIRTH
7. YOUR PRESENT AGE (Age on last birthday)
8. YOUR SEX ☐ MALE ☐ FEMALE
9. YOUR COLOR OR RACE ☐ WHITE ☐ NEGRO ☐ OTHER
10. HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? ☐ NO ☐ DON'T KNOW ☐ YES (If "Yes" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)
11. YOUR MAILING ADDRESS (Number and street) (City) (State) (ZIP Code)
12. TODAY'S DATE
13. Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
Form SS-5 (12-64)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION DISTRICT OFFICE
HAVE YOU COMPLETED ALL 13 ITEMS?

When you have filled out your form and have given it back to the Social Security Office, your card will be mailed to you. It could take a week or up to several weeks to get it back. It will look like this:



Your Social Security number will be filled in on the top line in large red letters. Your name will be typed on the second line. You will sign (not print) your name on the bottom line. You cannot use your card unless it is signed.

This card is very important. You must have it to get a job and you must keep it with you so you can show it when you're getting a job. You will get two (2) copies of it in the mail. You should keep one put away safely, maybe with your birth certificate and the other should be kept with you at all times, in your wallet or purse.

If you ever lose your Social Security Card you can go back to the Social Security Office and ask for a new one at no cost. It will be exactly like the one you had.

WHY DO THEY NEED MY BIRTH CERTIFICATE?

"Why do they need my birth certificate?" you may ask.

1. You may need it when applying for a job.
2. You may need it to get your Social Security Card.
3. You may need it to get a work permit.
4. You may need it to get a driver's license.

Have some copies made for these uses. But keep it in a safe place. That way you can make more copies if you need it.

If you don't have a birth certificate or don't know where it is:

1. Ask your parents if they have it.
2. Ask the Social Security Office where you can find your birth certificate. Your birth record will be in the city hall, county seat, or state capital, where you were born. The people in charge will send you a copy of your birth certificate for a small fee.

If you send for your birth certificate to such a place, you will need to send:

1. Your father's name
2. Your mother's maiden name (name before she was married)
3. Date of your birth
4. Place of your birth

If your parents don't have your birth certificate, or you don't have one at all, you can:

1. Use your family Bible it if has a record of your birth in it.
2. Use your baptisimal certificate if you have been baptized in a church.
3. Use an insurance policy if you have had one for over one year.

HOW YOU CAN GET YOUR BIRTH CERTIFICATE

1. Many kinds of jobs want you to show your birth certificate. If you need one, first write to the Bureau of Vital Statistics of the Public Health Department of the state you were born. Mail this request to the Bureau in the capital city of your birth state, giving your whole name and your place of birth.

2. If they don't have a record, or if you cannot tell them the name of the town where you were born, or when you were born, then write to:

Personal Census Service Branch
Bureau of the Census
U.S. Department of Commerce
Pittsburg, Kansas 66762

Ask for forms BC-600 and BC-628

The Bureau of the Census sometimes gives you a "census paper", almost the same as a birth certificate, so that you can get a job, even if you don't know where or when you were born.

YOU MIGHT NEED A WORK PERMIT BEFORE YOU CAN GET A JOB!*

If you are under 18 years of age, and you get a job, you may need a work permit. In most states, young workers need permits. The employer needs a permit before they can hire you. Your school probably has someone that takes care of it. Ask your teacher or your work experience office about a permit. I can go to Room_____ and see Mr./Mrs./Miss_____ for a work permit.

You will usually have to prove how old you are for a work permit. You can usually prove this with a birth certificate.[1]

Sometimes your almost-to-be employer can give you a work permit. A copy of a work permit is on the next page. Also, if you are enrolled in the Work Experience Program on campus, and you need a work permit, a copy of the request you need to fill out is on the following page after the work permit.

1) There are other ways to prove your age, than with a birth certificate. They are listed in the Activity number 2 called; "Why Do They Need My Birth Certificate."

*NOTE: Skip this activity if you can get a work permit from the work experience office.

FRONT

Form No. B1-4 (Rev. 1-76)

Valid until _____

School _____

CALIFORNIA STATE DEPARTMENT OF EDUCATION

Permit to Employ and Work

MAXIMUM HOURS OF EMPLOYMENT WHEN SCHOOL IS IN SESSION:

PER DAY: _____ PER WEEK: _____

TYPE OF STUDENT:

Regular: ☐

Work Exp. Ed: ☐

Vacation employee: ☐

Exempted student: ☐

REMARKS: _____

Name of minor	Sex	Soc. Sec. No.	Age	Birthdate	Age proof

Street address	City	ZIP	County	Home phone no.

School district	Street address	City	Phone no.

Signature of minor: _____ Date: _____ Signature of issuing authority: _____

Valid only if employer has filed Form B1-1, "Request for Work Permit and Statement of Intent to Employ Minor," with the Issuing School Authority (except vacation employees) and has current validation.

*SEE BACK OF PERMIT FOR FURTHER INFORMATION.

BACK

Minors' Work Regulations

ALL MINORS AGES 12 THROUGH 17 MUST HAVE A "PERMIT TO EMPLOY AND WORK" ON FILE WITH THE EMPLOYER DURING THE TERM OF THE EMPLOYMENT. THIS PERMIT IS RETURNED TO THE MINOR UPON TERMINATION.

- Minors 14 to 17 years of age must have a "Request for Work Permit and Statement of Intent to Employ Minor" (B1-4) on file with the school district of attendance when working on school days.
- Minors to age 18 who have not graduated are required to attend school a minimum of four (4) hours per week. See the face of the permit for hours this minor can work.
- Students in babysitting, agriculture, and approved work experience education programs may work up to 8 hours per day on days school is in session. An agreement must be on file for work experience education exemptions.
- All labor laws applicable to other employees of the business will apply to the minors' employment.
- Workers' Compensation Insurance is required for the student when these provisions of law apply to your industry.
- Minors exempt from the permit regulations are: newspaper delivery, babysitting, and agricultural workers working on premises owned or operated by the parent or guardian.
- Minors are not permitted to work in the following occupations: (FLSA)*

1. Explosives
2. Motor vehicles
3. Coal mining
4. Logging and sawmilling
5. Power-driven woodworking machines
6. Radiation exposure
7. Power-driven hoists
8. Power-driven metal forming, punching, and shearing mach.
9. Other mining
10. Slaughtering, meat packing
11. Power bakery machines
12. Power-driven paper prod. machines
13. Mfg. brick, tile products
14. Power saws and shears
15. Wrecking, demolition
16. Roofing
17. Excavation operations

- Exemptions are available for Order Nos. 5, 7, 8, 10, 12, 14, 16, and 17 when an agreement is on file with the school indicating the student is in an approved work experience education program and the tasks are incidental to regular employment. (FLSA)*
- Student ages and hours per day and per week:

Age	Nonschool days	School days
12-13	8 per day/40 per week	0 per day/0 per week
14-15	8 per day/40 per week	3 per day/18 per week (FLSA)*
14-15	8 per day/40 per week	4 per day/28 per week (IWC)*
16-17	8 per day/48 per week	4 per day/28 per week

- A day of rest from work is required if the total hours employed per week exceed 30 hours or if more than 6 hours are worked on any one day during the week (school attendance is not considered employment).
- Minor's work must be performed between specified hours:

14-15 years, 7 a.m. to 7 p.m.
(Summer 6/1—Labor Day, 7 a.m.-9 p.m.) (FLSA)*
12-17 years, 5 a.m. to 10 p.m.
(12:30 a.m. when no school next day) (IWC)*

- Students in approved work experience education programs may work on school days to 12:30 a.m. Parental and school permission are required and the adult minimum wage must be paid for the hours from 10:00 p.m. to 12:30 a.m.
- The prevailing minimum wage for the business must be paid to the minor. Check with IWC or FLSA for rates in your business.

*When a regulation is affected by two (2) enforcement agencies, the more restrictive regulation applies. Either the Industrial Relations Division of the Industrial Welfare Commission (IWC) or the U.S. Department of Labor-Fair Labor Standards Act (FLSA) can assist you in determining when a regulation applies to your industry.

F75-114 03—0595 300 2-76 800M

PERSONAL DATA SHEET NUMBER 1

Name: _____

Address: _____ Telephone No: _____

Age: _____ Height: _____ Weight: _____

Marital Status: _____

Education: FROM TO

Grade School and Address: _____

High School and Address: _____

Other: _____

Last Grade Completed: _____

Courses Completed: _____

Jobs (give the most recent jobs first):

EMPLOYER	ADDRESS	POSITION	FROM	TO

Hobbies:

References (give two or more--do not use relatives):

Name and address: _____

Position _____

Name and Address _____

Position: _____

NOT A WORK PERMIT

CALIFORNIA STATE DEPARTMENT OF EDUCATION

Form No. 81-1 (Rev. 1-76)

Request for Work Permit and Statement of Intent to Employ Minor

TYPE OF STUDENT:
- Regular
- Work Exp. Ed.
- Vacation employee
- Exempted student

Name of minor (last name first)	Sex	Social Security Number

Street address	City	ZIP code	County	Home phone

Age of minor	Date of birth	Proof of age accepted	School district

School of attendance	School address	ZIP code	School phone

Name of company (Employer)	Street / City	ZIP code

Employer's phone number	Kind of work minor to perform	Employer's signature

Starting wages	Employer's Workers' Compensation Carrier

Hours of employment (per day):

Monday through Friday_____ Saturday_____ Sunday_____ Weekly total_____

PARENT'S SIGNED STATEMENT

This minor is being employed at work described hereon with my full knowledge and content, and I request a work permit be issued.

Date _____ Signature of parent or guardian _____

(over)

Minors' Work Regulations

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- Minors to age 18 who have not graduated are required to attend school a minimum of four (4) hours per week. See the face of the permit for hours this minor can work.
- Students in babysitting, agriculture, and approved work experience education programs may work up to 8 hours per day on days school is in session. An agreement must be on file for work experience education exemptions.
- All labor laws applicable to other employees of the business will apply to the minors' employment.
- Workers' Compensation insurance is required for the student when these provisions of law apply to your industry.
- Minors exempt from the permit regulations are: newspaper delivery, babysitting, and agricultural workers working on premises owned or operated by the parent or guardian.
- Minors are not permitted to work in the following occupations: (FLSA)*
  1. Explosives
  2. Motor vehicles
  3. Coal mining
  4. Logging and sawmilling
  5. Power-driven woodworking machines
  6. Radiation exposure
  7. Power-driven hoists
  8. Power-driven metal forming, punching, and shearing mach.
  9. Other mining
  10. Slaughtering, meat packing
  11. Power bakery machines
  12. Power-driven paper prod. machines
  13. Mfg. brick, tile products
  14. Power saws and shears
  15. Wrecking, demolition
  16. Roofing
  17. Excavation operations
- Exemptions are available for Order Nos. 5, 7, 8, 10, 12, 14, 16, and 17 when an agreement is on file with the school indicating the student is in an approved work experience education program and the tasks are incidental to regular employment. (FLSA)*
- Student ages and hours per day and per week:

Age	Nonschool days	School days
12-13	8 per day/40 per week	8 per day/8 per week
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- Minor's work must be performed between specified hours:
  14-15 years, 7 a.m. to 7 p.m.
  (Summer 9/1—Labor Day, 7 a.m.-9 p.m.) (FLSA)*
  12-17 years, 5 a.m. to 10 p.m.
  (12:30 a.m. when no school next day) (IWC)*
- Students in approved work experience education programs may work on school days to 12:30 a.m. Parental and school permission are required and the adult minimum wage must be paid for the hours from 10:00 p.m. to 12:30 a.m.
- The prevailing minimum wage for the business must be paid to the minor. Check with IWC or FLSA for rates in your business.

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F75-115 03—0586 300 2-76 800M

WHAT THE HECK IS A HEALTH CERTIFICATE?

What the heck is a health certificate? Why do I need one? Well, chances are that you won't need one, but let's just check to be sure you don't.....

For many kinds of jobs a worker must have a health certificate. Restaurant and other food workers must have health certificates. If they had some illness that was contagious (catching), they could make large numbers of people sick that would later eat the food that they have worked with. In some kinds of work, people who are already ill (and maybe don't know it) could be made worse by working on some kinds of jobs. These people might need to be protected from too much cold, heat, smoke, dust, sprays, and so on. Also people who work in health-care jobs, like a nurse, orderly, or nurse's aide, need health certificates.

Think about the kinds of jobs that you might need a health certificate for...

List them here:

1.

2.

3.

4.

5.

Do you think you might ever work in any of these professions?

You will be seeing many different kinds of health certificates. There will be easy and difficult (hard) health certificates that are given out by emplovers. In this unit, we will help you fill out the most difficult one (yech!), so that you will be able to handle any kind of health certificate.

Often you'll need a health examination (check-up) by a physician (doctor) in order to get your health certificate. Some employers will give you a health certificate for you to fill out and one for your doctor to fill out.

Fill out the Health Certificate on the following page as best you can. Ask the teacher for help if you want it.

YOUR NAME _____

HEALTH INVENTORY

The following information will be treated as confidential and will assist the Health Service Staff with your placement in physical education assignments and activities.

Have there been frequent absences from school for health reasons? If so why? _____

GENERAL HISTORY:

1. Have you ever had any serious illnesses? (Such as skin troubles, fainting spells, blackouts, convulsions, heart trouble, allergies, headaches, rheumatic fever.)

_____

_____

_____

2. Have you ever had any operations? (Tonsils, appendectomy, etc.) _____

_____

_____

3. Have you ever had any serious accidents? (Such as broken bones, head injuries, back injuries, etc.) _____

_____

_____

4. Do you wear glasses? _____ When was last examination by eye specialist? _____

5. When did you last seen by dentist? _____

6. Have you had any contact with Tuberculosis? _____

7. Is there a family history of diabetes, Tuberculosis, or allergies? _____

_____

8. Childhood diseases: (chickenpox, measles, mumps, scarlet fever, etc.) _____

_____

9. Immunizations: Smallpox: _____ Diphtheria: _____ Tetanus (lockjaw) _____

Tuberculin skin test: _____ Polio (Salk) _____ (Sabin) _____ Others: _____

10. Comments: _____

11. Have you had any other serious disease or condition not mentioned? _____

If so, please explain _____

12. Do you believe you should be able to take Regular Physical Education? _____

If not, why? _____

13. When did you have your last medical examination? _____ Doctor's Name _____

14. Please feel free to discuss any health problems with this office. Notes from physician's regarding students' activities should be sent to the Health Service Office.

15. Date _____ Signature _____ _____
Relationship to student

UNIT V
CHAPTER 1
Activity 7

GROUP INSURANCE FORMS

You may be lucky enough to work for a company that provides group life or medical insurance. The company often pays for insurance for you or lets you have insurance at a very reasonable cost. If so, you will be asked to fill out an insurance form like the one given below. Read the form and then fill in the information. Print neatly and carefully.

MEMBERSHIP ENROLLMENT CARD

SOCIAL SECURITY NO. | LAST NAME | FIRST | INITIAL | BIRTHDATE (MO. DAY YR.) | SEX (M ☐ F ☐)

FOR CDS USE ONLY
GROUP NO.
ENROLLMENT DATE
DUES PAID 10 MO. 12 MO.

HOME ADDRESS ZIP CODE

☐ CLASSIFIED EMPLOYEE
☐ CERTIFICATED EMPLOYEE

NAME OF GROUP DATE HIRED

MARRIED: Yes ☐ No ☐ Does Spouse have a Dental Plan? Yes ☐ No ☐ With whom?
If answer is "yes", are dependents enrolled under this plan? Yes ☐ No ☐ IF ENROLLING ONE ELIGIBLE DEPENDENT, ALL MUST BE ENROLLED.

	LAST NAME (If Different)	FIRST NAME	INITIAL	SEX M. F.	BIRTH DATE MO. DAY YR.
2.	SPOUSE				
3.	CHILD				
4.					
5.					
6.					
7.					
8.					
9.					

CALIFORNIA DENTAL SERVICE
P.O. BOX 7736, SAN FRANCISCO, CA. 94120

I AGREE TO CONTINUE MEMBERSHIP IN THIS PROGRAM DURING EMPLOYMENT AND WHILE THE PROGRAM IS IN FORCE, AND AUTHORIZE PAYROLL DEDUCTION WHERE APPLICABLE.

CDS 382a 30,000 10/74

SIGNATURE DATE

MBF

UNIT V

"AFTER YOU GET YOUR JOB" FORMS

CHAPTER 2

UNIT V
CHAPTER 2
Activity 1

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

After you finally get your job, you will have to fill out a certificate called and "Employee's Withholding Allowance Certificate." Your employer will have you fill it out before you get your first paycheck. This certificate lets your boss know how much of your pay must be withheld from your pay for income taxes.

How much you giv the Federal Government for income taxes will depend on how much pay you get, and whether you are single or married or on how many dependents (people), count on you for their food, clothing and shelter. You will probably pay 10 to 13 cents from each dollar you earn.

PLEASE FILL OUT THIS FORM:

Form **W-4**
(Rev. October 1976)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

NOTE: *If you incurred no tax liability for last year and anticipate no liability for this year, you may file Form W–4E to claim exemption from Federal income tax withholding. See Form W–4E for details.*

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming . . . . . .

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

Under the penalties of perjury, I certify that the number of withholding exemptions and allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ ..... Date ▶ ....., 19.....

WHAT DOES "BONDED" MEAN?

In some jobs you will have to be bonded. You are bonded in a job if you handle a lot of money or goods. If you deliver money to banks, you would probably be bonded, so that if you were robbed or you "lost" the money, the insurance company that bonded you would cover the losses.

"Bonding" says that some insurance company thinks you are honest and trustworthy enough to be covered by them for any loss you might have.

In order to get bonded, you will have to fill out a form. It will ask many questions about you and your life. It does this so that they can check to see if you are really an honest person.

UNIT V
Post-Test

DO THE BEST YOU CAN

1. Give another word for "disease". _____

2. Give another word for "residence". _____

3. F.I.C.A. is another word for_____.

4. You can retire before you turn 65. True or False?_____

5. Will the benefits be as good at 62 years, as at 65 years old, from Social Security?_____

6. When you finally get a Social Security card, you will get 5 of the,. True or False?_____

7. Name one kind of job that might require a health certificate.

_____

8. Name a job that might require bonding._____

9. Most probably, the capital of the state you were born in has a record of your birth. True or False?_____

10. You should not sign anything before you read it. True or False?_____

11. You will probably need a work permit if you are under 18 years of age. True or False?_____

12. The form you will have to fill out for your boss before you get your first paycheck is called a _____

_____ _____ _____ _____.

13. Name one reason you might need a birth certificate.

_____